


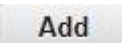



## Manage Work Experience

### Description

**Task:** Add or update your work experience.

**Who Performs This Task?:** All employees.

1. Click the **My Account**  button.
2. Click the **View Profile**  hyperlink.
3. Click the **Career**  tab.
4. Ensure that you are on the Work Experience sub-tab.
5. Click the **Add**  button.
6. Type or use the prompt to enter the Work Experience.
7. Type or use the prompt to enter the Experience Level.
8. Click the **Submit**  button.




**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click Save for Later to save your changes but not submit
- Click Cancel to cancel the process and start at another time



**Information:** Your change may need to be approved by your Agency HR staff before it is displayed in your worker profile.

9. Click the **Done**  button.
10. The System Task is complete.